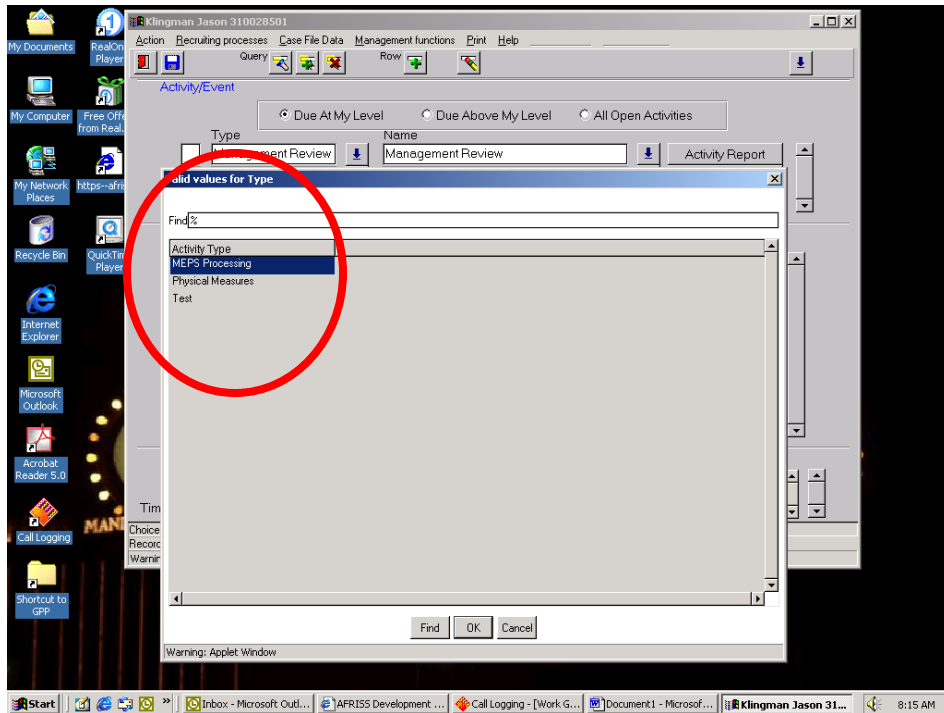
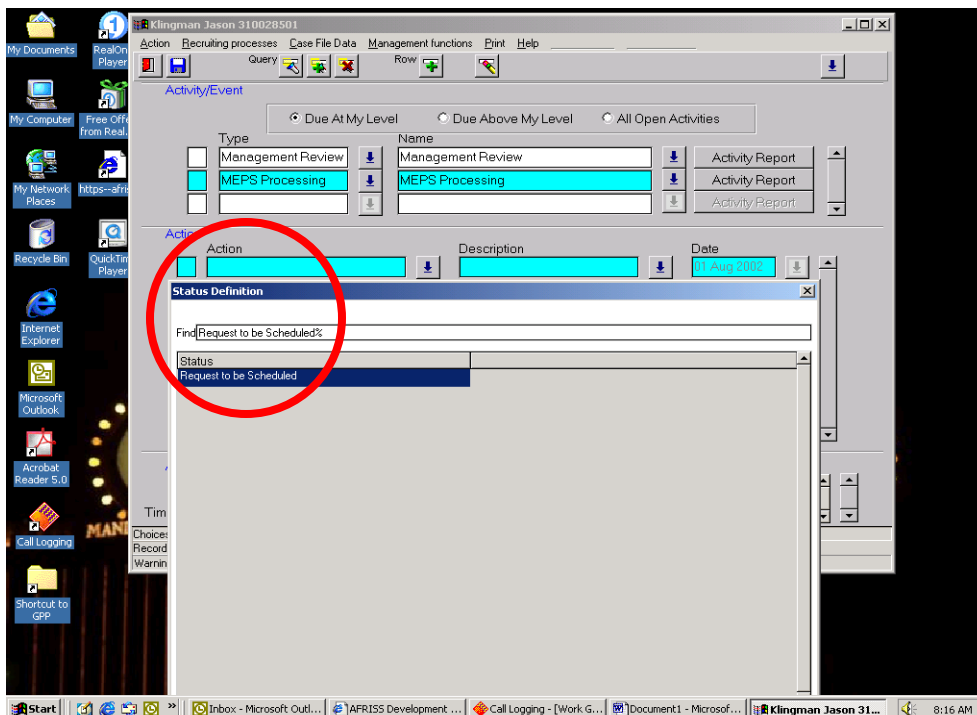


RECRUITER/MEPS SCHEDULING PROCESS

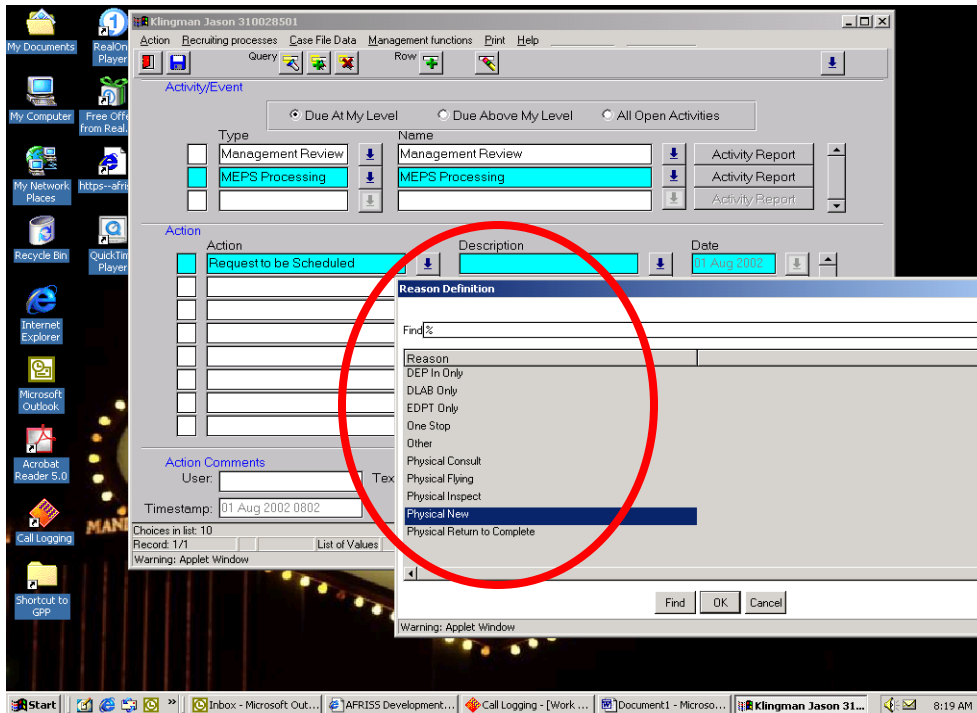
- Recruiter locates applicant to schedule and enters record actions (Unchanged step)
- Open the LOV and select MEPS Processing (Unchanged step)



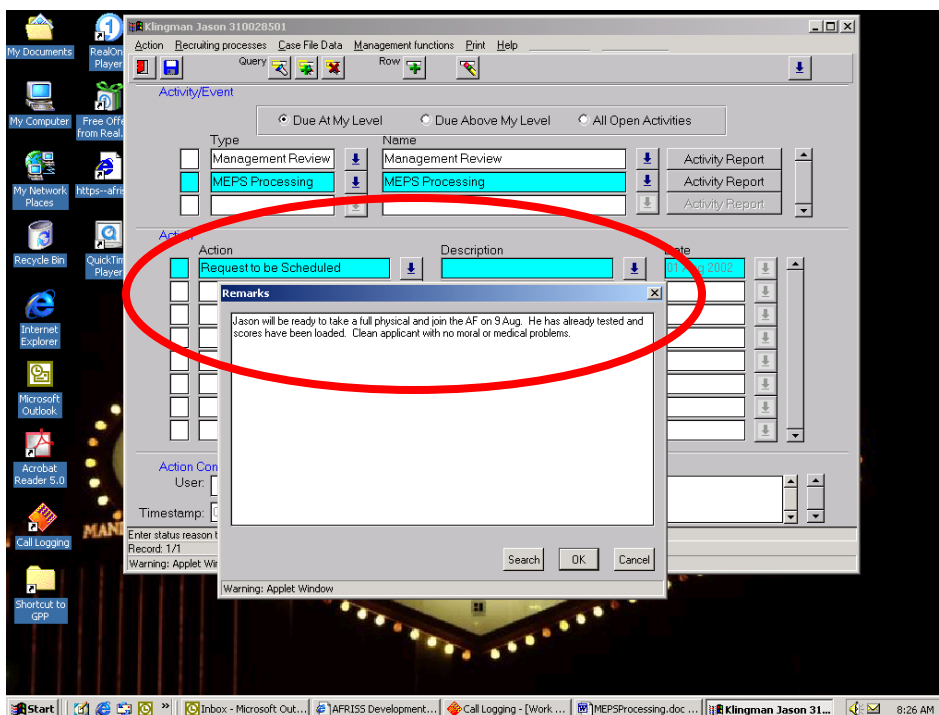
- Under Action, select Request to be Scheduled (Unchanged step)



- Upon selecting Request to be Scheduled, a Description LOV will open up with a MEPS Processing choice list
- Select the one that most accurately describes the desired process



- After selecting processing definition, a remarks block will open up for completion



- Save the transaction and the final completed screen will look like the below

Activity/Event

☐ Due At My Level ☐ Due Above My Level ☐ All Open Activities

Type	Name	
<input type="checkbox"/> Management Review	Management Review	Activity Report
<input checked="" type="checkbox"/> MEPS Processing	MEPS Processing	Activity Report
<input type="checkbox"/>		Activity Report

Action	Description	Date
<input checked="" type="checkbox"/> Request to be Scheduled	Physical New	01 Aug 2002
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Action Comments

User: SSgt Brian Weaver Text: Jason will be ready to take a full physical and join the AF on 9 Aug. He has already tested and scores have been loaded. Clean applicant with no moral or medical problems.

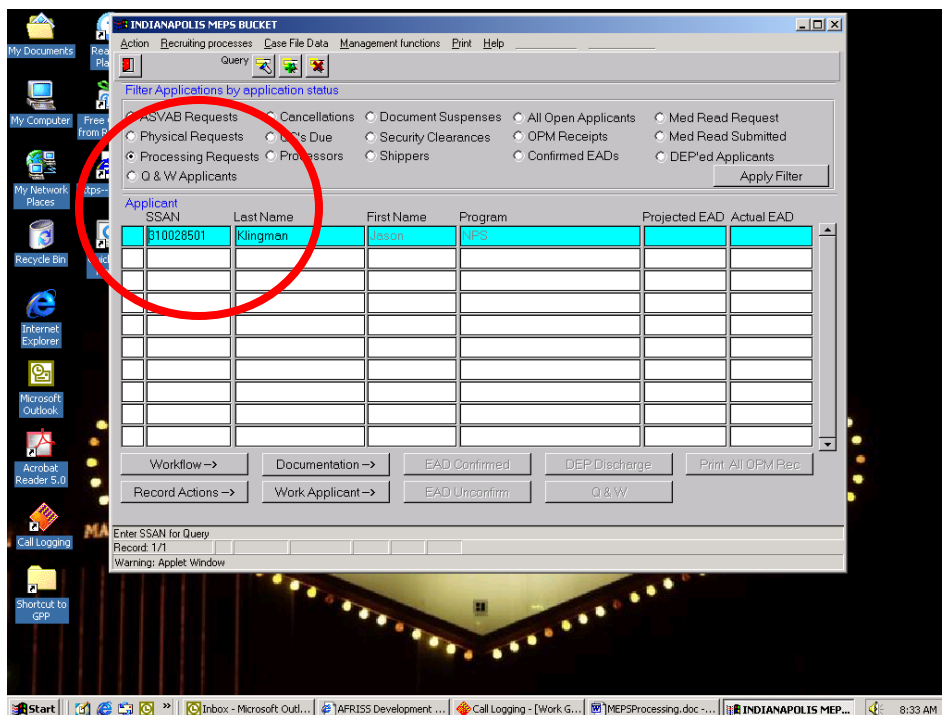
Timestamp: 01 Aug 2002 0819

Changes applied and saved.
Record: 1/1
Warning: Applet Window

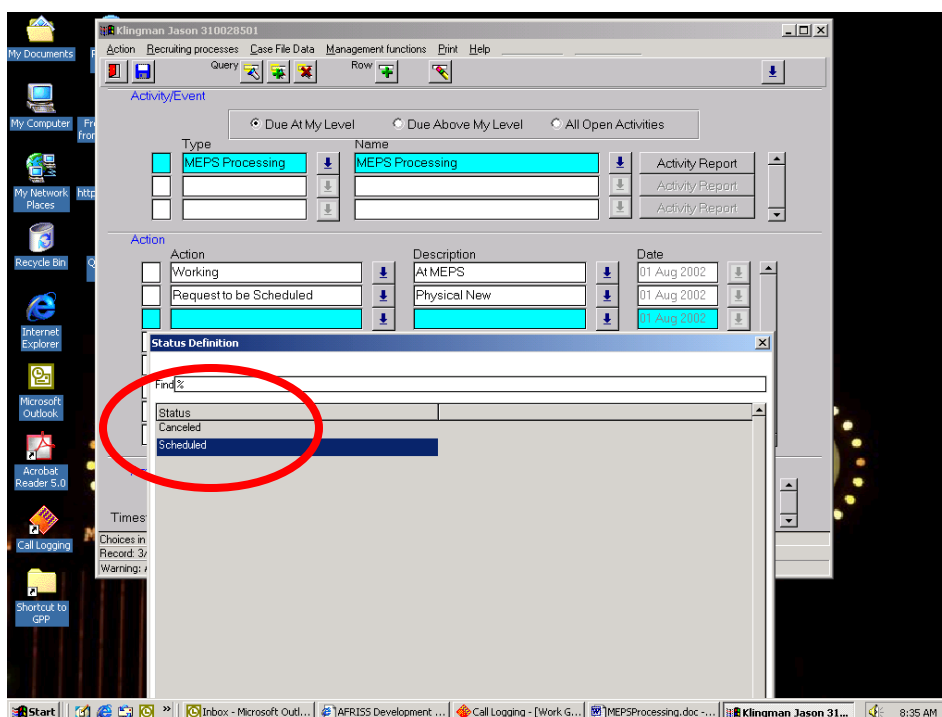
RECRUITER SCHEDULING COMPLETED...

CONTINUE FOR MEPS SCHEDULING INSTRUCTIONS

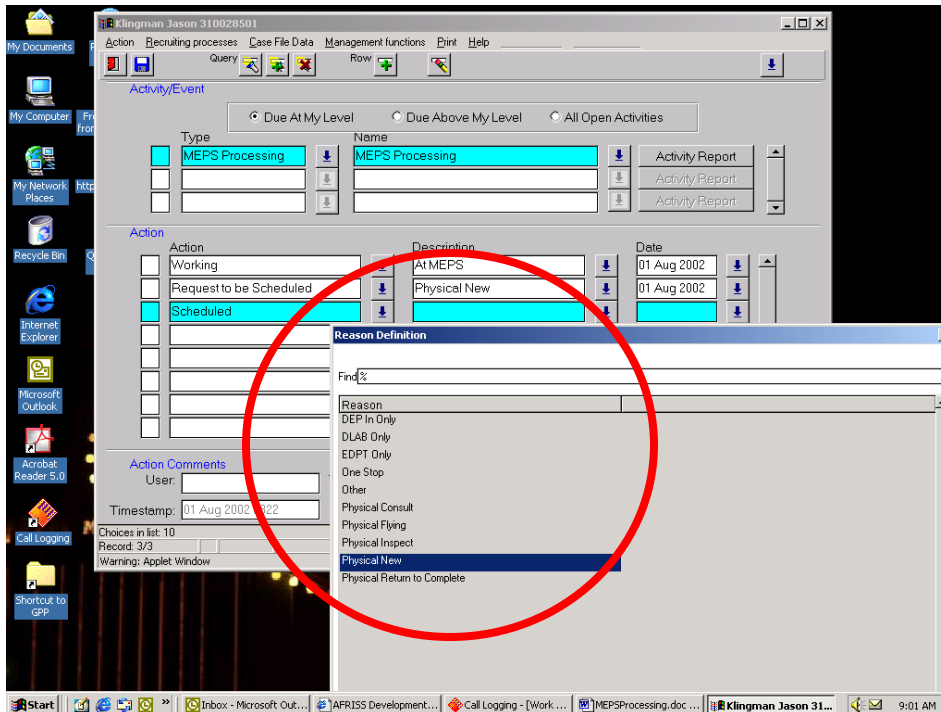
- MEPS finds an applicant in their Processing Request bucket



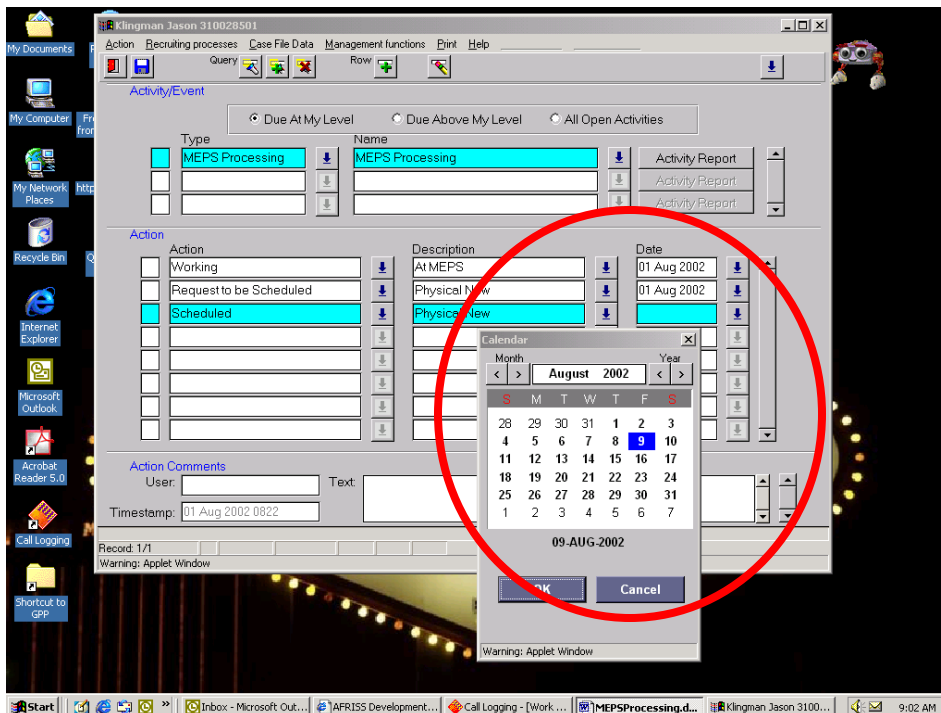
- Enter into Record Actions for that applicant (Unchanged step)
- Select Scheduled (Unchanged step)



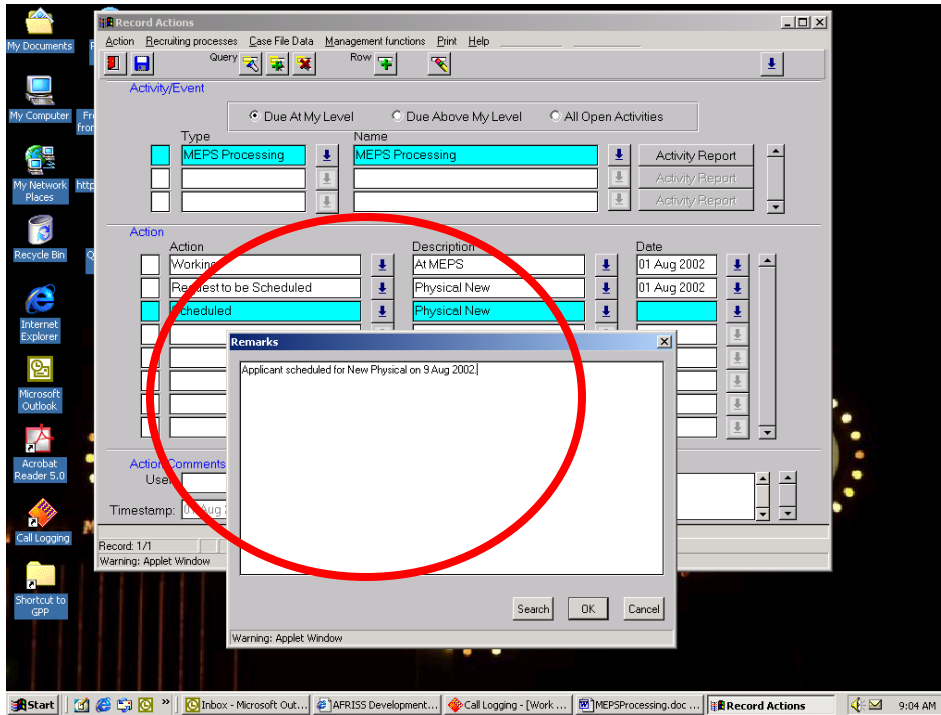
- Upon selecting Scheduled, a definition description LOV opens where you will select the appropriate processing action



- Open the Calendar and select the date that the applicant will be there for processing



- Upon loading date, a remarks window will open for a details input



- Upon completion of remarks, save the transaction

